

EVENT RISK ASSESSMENT TEMPLATE

1. EVENT RISK ASSESSMENT TEMPLATE – EVENT ORGANISER TO COMPLETE

(Please add more pages if required. Refer to example event risk assessment on the next page to assist with the process)

Ref	The Hazard Category	Risk Identification (Describe the issue in detail)	Level of Conse- quence	Level of Likeliho od	Level of Risk	Treatment Option (s) Describe the controls put in place to reduce the risk
1	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
2	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
3	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
4	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

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5	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
6	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
7	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

1. EXAMPLE EVENT RISK ASSESSMENT – TO BE USED AS A GUIDELINE ONLY. PLEASE COMPLETE YOUR EVENT RISK ASSESSMENT IN THE ABOVE TEMPLATE

Ref	The Hazard Category	Risk Identification (Describe the issue in detail)	Level of Conse- quence	Level of Likeliho od	Level of Risk	Treatment Option (s) Describe the controls put in place to reduce the risk
1.	Electrical Hazards	Faulty equipment, inappropriate setup of equipment/cords may result in electrocution or	C3	L4	M	Council facilities are maintained to legislative requirements. RCDs are in place for all general outlets. Hire Agency to provide equipment. Council to provide

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		trip/fall injuries.				power. Event Organiser to inspect cables and setup of equipment on site (ensuring all cords/cables are appropriately taped)
2.	Emergency Explosion/Fire/Bomb Threat	Large crowd will gathered in an enclosed area and potential for emergency situation to develop.	C3	L5	M	Emergency exit diagram provided at Council facility and fire emergency response equipment regularly maintained. SAPOL and SA Police have been notified of the event. CFS officers will be attending (as civilians). First Aid people will be accessible.
3.	Trips/Slips/Falls	Large crowd with potential for spilt drinks.	C2	L2	H	Regular inspections are undertaken by Council. Stairs and walkways are well maintained by Council. Bin facilities are provided for all drink containers. Designated clean up for any spills on the night. First Aid officer will be present.
4.	Hazardous Manual Tasks	Lifting and Moving Stage Equipment.	C3	L5	M	Mechanical lifting aid provided for larger equipment. No one other than specific person(s) will undertake hazardous manual tasks. First Aid officer will be accessible.
5.	Drug and/or Alcohol Related Hazards.	Patrons may arrive intoxicated or bring their own alcohol into the event.	C3	L4	M	Supervision and crowd control to be provided by security service. Responsible service of alcohol. Anyone found in possession of drugs to be removed from event. SAPOL have been notified of the event.
6.	Crime, Violence, Vandalism or Uncontrolled Crowd	Large number of young people present with potential for confrontation.	C3	L3	H	Supervision and crowd control to be provided by security service. SAPOL have been notified of the event.
7.	Access to Unauthorised Areas	Large crowds may try to access unauthorised areas.	C2	L3	M	Council have secured unauthorised areas with signage. Supervision and crowd control to be provided by security service.
8.	Proximity of Vehicles to Major Road	Large crowds attending event and designated car parking area is located across a major road from Council facility.	C5	L5	H	Supervision and crowd control to be provided by security service. The road speed is being reduced to 25km for the duration of the event with Council's prior approval and assistance.

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9.	Food Poisoning	There is a risk that there is inadequate temperature control of uncooked and cooked food by caterer.	C3	L3	H	The Council Environmental Health Officer has been informed of the event. Caterer's are registered as food providers and have Food Business Notification Number. First Aid officer will be accessible.
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Analyse the Risks

Now that the risks have been identified the next step is to analyse the level of risk they present. Use *Table 1* and *Table 2* to determine the likelihood of it occurring and the consequence if it did. Then, use the consequence and likelihood ratings to determine the level of risk in *Table 3*.

Table 1 – Measures of consequences or impact

Level	Descriptor	Description
C1	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss
C2	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss.
C3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss
C4	Minor	First aid treatment, on- site release immediately contained, medium financial loss
C5	Insignificant	No injuries, low financial loss

Table 2 – Measures of Likelihood

Level	Descriptor	Description
L1	Certain to occur	Is expected to occur in most circumstances
L2	Very Likely	Will probably occur in most circumstances
L3	Possible	Might occur at some time
L4	Unlikely	Could occur at some time
L5	Rare	May occur only in exceptional circumstances

Table 3 – Risk Analysis Matrix – Level of Risk

Definitions	Consequence	Likelihood				
		L1. Certain to occur	L2. Very Likely	L3. Possible	L4. Unlikely	L5. Rare
Death	C1. Catastrophic	Extreme	Extreme	Extreme	High	High
Extensive injuries	C2. Major	Extreme	Extreme	High	High	Medium
Medical treatment required	C3. Moderate	Extreme	High	High	Medium	Low
First aid treatment	C4. Minor	High	Medium	Medium	Low	Low
No injuries	C5. Insignificant	Medium	Medium	Low	Low	Low

Legend

E	Extreme Risk; immediate action required
H	High risk; senior management attention needed
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures